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## **HI -LIGHTS AND SIRENS Memo Series 02-01**

**March 2002**

**TO:** Ambulance Service Providers  
Ambulance Service Medical Directors  
EMS Training Centers  
First Responder Organizations  
EMS Coordinators  
EMS Advisory Board  
Emergency Physicians Advisory Committee

**FROM:** Bureau of EMS and Injury Prevention  
Wisconsin Emergency Medical Services Systems Section

**RE:** Miscellaneous Updates

### **RENEWAL UPDATE**

Staff in the EMS Systems and Licensing Section has begun reviewing and processing the renewal applications that have been submitted. As a reminder, the Phase I documents were due to the Section by February 1st. Careful completion of the renewal forms will result in less paperwork, phone calls and mailings and assurance of timely renewal of all affected licenses. Some of the errors that are being seen include the following:

- Missing medical director signature
- Missing service director signature
- Individual EMT did not answer the criminal history questions
- CPR and/or ACLS certification expires prior to July 1, 2002
- CPR and/or ACLS certification expiration dates given as a "year" only



#### **Individual Inquiries on Certain Subjects**

Due to the tremendous amount of time required by the renewal process, there may be some delays in EMS Systems and Licensing Section staff response times to phone calls, messages and e-mails. Renewal instructions and correspondence, the Wisconsin EMS Guidebook (handbook), the EMS website ([http://www.dhfs.state.wi.us/DPH\\_EMSIP/index.htm](http://www.dhfs.state.wi.us/DPH_EMSIP/index.htm)) and/or current and past issues of the Hi-Lights and Sirens numbered memo series may provide helpful information in lieu of contacting the Section.

#### **First Responder Renewals and Certification**

There is no longer a fee for First Responder Defibrillation Certification.



### **New Applicants**

Applications for new licenses should be sent separately from the services' renewal information. This will expedite the processing of the new licensee.

### **CPR and ACLS Certification**

CPR for the Professional and Advanced Cardiac Life Support (ACLS) certification for license renewal must be current as of July 1, 2002. Services will be receiving their Phase II renewal rosters showing those individuals (with CPR and/or ACLS that expire prior to 7/1/02) as not renewed. They will need to re-apply with a more current CPR and/or ACLS certification once that certification has been renewed.

Include the month and year of expiration when indicating the CPR and/or ACLS certification expiration date(s) on the renewal form.

### **Changes In EMT-Basic Licenses**

EMT licenses, particularly EMT-Basic licenses will no longer list any advanced skills including defibrillation. The EMS System and Licensing Section will no longer certify advanced skills for individual EMTs. As of March 1, 2001, all licenses issued should read "EMT-basic" or "EMT-Intermediate" only. This means that the medical director now provides sole authorization for the use of skills/ medications such as defibrillation, non-visualized airways, epinephrine, aspirin, albuterol and glucagon for the services' individual EMTs.

### **EMT-Intermediate Provisional Licenses**

Past EMTs-Intermediate are now licensed and referred to as EMT-Intermediate Provisional. When these EMTs are affiliated with a service that opts to obtain licensure at the EMT-Basic IV Tech level, the individual licenses will be changed to EMT-Basic IV Tech. These individuals should apply for a non-affiliated license at the EMT-Intermediate Provisional level, as they will need to be licensed at that level to have the option to take the bridge course to the new EMT-Intermediate level.

### **Out-Of-State Non-Affiliated EMTs**

EMT's that presently hold a non-affiliated State of Wisconsin EMT license yet reside outside of the State of Wisconsin will NOT be eligible to renew your non-affiliated license. If at some point it would become necessary for these EMT's to seek a Wisconsin license, they will simply apply and submit the required documentation.



## **QUESTIONS & ANSWERS ABOUT EMS LICENSE RENEWAL 2002**

### **Questions About the License Process and Timeline**

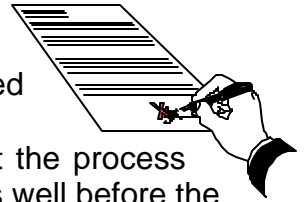
#### ***How is this license renewal different from previous renewal periods?***

There are a number of things that are being done differently this renewal period.

1. Affiliated EMTs will not receive individual renewal forms. Instead all affiliated EMTs will renew on a roster form sent to their provider. EMTs affiliated with more than one service will need to complete the provided roster form for each ambulance service they are affiliated with.



2. Non-affiliated EMTs received an individual license application form as in the past. That application was sent in February 2002.
3. EMTs affiliated with a Wisconsin ambulance provider no longer have to attach documentation of CPR or ACLS. This information must be verified by the service director and recorded on the roster.
4. The 2002 renewal process will be done in phases. The goal is to start the process earlier, spread the workload over several months and return most licenses well before the June 30, 2002 deadline. The steps or phases included in this process are listed below:



- Mid to Late December, 2001 - Notification:  
Individual EMTs and First Responders as well as Ambulance Service Providers were notified of the renewal process.
- January 1, 2002 – February 1, 2002 - Phase I:  
The EMS Office mailed EMT license renewal rosters and ambulance service provider renewal forms to ambulance service providers. Providers were to enter the required renewal information on this form for EMTs who are affiliated with the service and have met the renewal requirements. It is understood that many of the EMTs will not have met the renewal requirements at this time. Nevertheless, the renewal roster and the provider application form were to be returned to the EMS Office by February 1, 2002. The EMS Systems and Licensing Section staff will process the provider applications and the licenses of any renewable EMT and will return those materials along with an updated renewal roster form to the provider. Should the provider not be eligible to renew their license at this time, individual licenses will be held until the provider license can be processed.
- March 2002 – April 2002 - Phase II:  
The second roster sent to the provider will group EMTs whose licenses have been renewed through June 30, 2004 as well as those EMTs who have not yet renewed their licenses. Any EMTs who have completed refresher training at this time and are eligible for renewal of their EMT licenses can have the required information completed on the renewal roster and returned to the EMS Office by April 15, 2002. The EMS Systems and Licensing Section staff will process the licenses of any eligible EMTs and will return those licenses (as appropriate) along with a third renewal roster, to the provider.
- April 2002 – June 30, 2002 - Phase III:  
The third roster sent to the provider will group EMTs who have renewed through June 30, 2004 as well as any remaining EMTs who have still not yet renewed. At this point there should be very few EMTs who have yet to meet the renewal requirements. The provider will have the option to either complete the third roster or send in individual EMT renewal forms for the remaining EMTs. Those applications must be post-marked by June 30, 2002 for the individual to be able to continue to practice as an EMT.
- June 30, 2002 and beyond - Phase IV:  
If an individual has not met the renewal requirements by June 30, 2002 they will no longer be able to practice as an EMT until such time as they have met the requirements, sent documentation to the EMS Office and received their renewed license. The provider will have the option to either complete the third roster or send in individual EMT renewal forms for these remaining EMTs.



## **General License Renewal Questions**

### ***Have the license renewal requirements changed since the last renewal period?***

The requirements for being eligible to renew your EMT license have NOT changed. All licensed EMTs at all levels of licensure must maintain current CPR certification and meet the training requirements as in previous years.

## **Individual EMT Questions**

### ***What type of information was sent to individual EMTs about license renewal?***

A general letter about license renewal was sent to the last known address of all licensed EMTs. As with other types of licenses, it is the individual EMT's responsibility to provide correct and up to date address information.

### ***What are the specific renewal retraining requirements at each license level?***

Listed below are the requirements for renewal of EMT licenses at all levels:

- ◆ Certified First Responders-Defibrillation:
  - Current CPR certification for the professional rescuer
  - Completion of an approved First Responder Refresher Course between April 01, 2000 and March 31, 2002 (Those having difficulty completing their required refresher training by the March 31st deadline should call Joanne at (608) 266-0472 to discuss their options.)
- ◆ EMT Basic:
  - Current CPR certification for the professional rescuer valid after July 1, 2002
  - Completion of an EMT-Basic or EMT-Basic Refresher course between July 1, 2000 and June 30, 2002
  - Completion of the EMT-Basic IV Tech, Intermediate (either course) or Paramedic course between July 1, 2000 and June 30, 2002 fulfills the refresher requirement for this level as does completion of the didactic portion of the Intermediate (either course) or Paramedic course.
- ◆ EMT Basic IV:
  - Current CPR certification for the professional rescuer valid after July 1, 2002
  - Completion of the full EMT-Basic IV training course meets the refresher training requirement for license renewal
  - Completion of EMT-Intermediate (either) or EMT-Paramedic course between July 1, 2000 and June 30, 2002 fulfills the refresher requirement for this level as does completion of the didactic portion of the Intermediate or Paramedic course.
- ◆ Current EMT-Intermediate (This license level will be transitioned to the Provisional EMT-Intermediate level as part of the 2002 license renewal process):
  - Current CPR certification for the professional rescuer valid after July 1, 2002
  - Completion of an EMT-Basic Refresher course between July 1, 2000 and June 30, 2002
  - Completion of a Department approved 12 hour EMT-Intermediate Refresher course or 12 hours of continuing education (at the EMT-Intermediate level of training and scope of



practice) between July 1, 2000 and June 30, 2002

- Completion of the full EMT-Basic IV training course meets the refresher training requirement for license renewal
- Completion of an EMT-Intermediate (either) course between July 1, 2000 and June 30, 2002 meets the refresher training requirement for license renewal
- Completion of an EMT-Paramedic Refresher course between July 1, 2000 and June 30, 2002 fulfills the refresher requirement for this level
- Completion of the EMT-Paramedic course between July 1, 2000 and June 30, 2002 fulfills the refresher requirement for this level as does completion of the didactic portion of the Paramedic course.

◆ Enhanced EMT-Intermediate:

- Current CPR certification for the professional rescuer valid after July 1, 2002
- Completion of ACLS training within the past 24 months
- Completion of a Department approved EMT-Paramedic Refresher Course, or 48 hours of continuing education at the EMT-Paramedic level of training and scope of practice between July 1, 2000 and June 30, 2002
- Completion of an EMT-Intermediate-99 course between July 1, 2000 and June 30, 2002 meets the refresher training requirement for license renewal
- Completion of the EMT-Paramedic course between July 1, 2000 and June 30, 2002 fulfills the refresher requirement for this level as does completion of the didactic portion of the Paramedic course.

◆ EMT-Paramedic:

- Current CPR certification for the professional rescuer valid after July 1, 2002
- Completion of ACLS training within the past 24 months
- Completion of a Department approved EMT-Paramedic Refresher Course, or 48 hours of continuing education at the EMT-Paramedic level of training and scope of practice
- Completion of the EMT-Paramedic course between July 1, 2000 and June 30, 2002 fulfills the refresher requirement for this level

***If I recently completed an initial course to be licensed as an EMT at any level, do I need to take a refresher course as well?***

Completion of a EMT-Basic, EMT-Basic IV Tech, EMT-Intermediate or EMT-Paramedic course between July 1, 2000 and June 30, 2002 will meet the renewal requirement for the license level of the respective course and any lesser license level. Examples: Successful completion of an EMT-Basic course during the license period meets the EMT-Basic renewal requirements. Successful completion of an EMT-Paramedic course meets the EMT-Paramedic renewal requirements as well as the renewal requirements at all other license levels.

***Why are some new licenses being issued through June 30, 2004?***

Any applications being submitted are evaluated to see if they meet the requirements for an initial license and whether they would also meet the renewal requirements. If a new license applicant meets all the renewal requirements, the license is issued through June 30, 2004.



### ***What are the requirements for out-of-state EMTs that also hold a WI EMT license?***

Out-of-state EMTs need to be affiliated with a Wisconsin licensed ambulance provider to renew their Wisconsin EMT license. They can either take the Wisconsin EMT refresher or meet the Wisconsin requirements by submitting training from another state. More complete information about what to submit is included in the information sent to providers.

## **Provider Questions**

### ***What's in the provider license renewal packet?***

Providers should have received the following materials:

- A cover letter that provides an overview of the process.
- A document that provides background information and instructions on how to complete the enclosed materials.
- A provider application form (blue).
- A roster of EMTs affiliated with the service.
- A sample roster that illustrates how to complete the roster form.
- A blank roster to list new EMT additions to a provider if the EMT already holds a Wisconsin EMT license.
- Blank EMT applications for EMTs being licensed for the first time.
- A sheet (purple) describing the criminal history questions and where to go if you need to provide additional information.

### ***What if I'm missing proof of some provider requirements such as insurance coverage or I have many EMTs who can't be renewed because they haven't completed their refresher training - Should I still submit my materials by the February 1, 2002 due date?***

Yes. The only exception would be if you know the documentation you're waiting for or the completion date of the refresher training is only a couple of days away. We want to avoid all applications being held until near the license expiration date, which has been the case in past renewal periods. We will process what we can and send you an updated roster and any licenses that can be renewed. You will have several opportunities to renew the remaining EMTs.



## **LICENSE REQUIRED TO PRACTICE**

EMTs-Basic, IV-Tech, Intermediate, and Paramedic must have a license with each service with which they practice. Because the individual services' medical director must sign a license application for these EMTs, a separate license must be held by an individual EMT for each service for whom he responds/works. The license must be in-hand and current to operate with the ambulance service specified on the license. The level of care provided by the EMT is limited to the level of licensure with the individual service.

In other words, an EMT license with one service is not transferable to another ambulance service. And, an individual is not licensed until he/she has received the actual license related to the ambulance service.





## **Congratulations to Boyd Edson Delmar EMS...**

for being the first ambulance service to submit their renewal information in its entirety. This ambulance service has received its provider license and all EMT licenses expiring June 30, 2004. Way to go! A perfectly completed renewal application!



## **NEW ADVANCED SKILLS FOR EMT-BASIC**

At the beginning of 2001, ambulance service providers were given the opportunity to apply to use three new skills/medications at the EMT-Basic level of care. These skills/medications include aspirin for chest pain, nebulized albuterol for respiratory distress and glucagon for insulin shock.

To date, over 180 services have submitted applications and received written approval to use these three new skills/medications. (The ambulance service must have written approval from the Department of Health and Family Services, Bureau of EMS and Injury Prevention before beginning to use these additional skills.) If your service has not received this written approval, you should not be using the medications and must remove them immediately until such written approval is received.

To receive that approval, the following must be submitted to the EMS Systems Section:

- A letter from the service medical director and service director accepting the new skills/medications. This letter should identify the instructor(s) used in training existing EMTs and his/her qualifications. It should also include a statement agreeing to use the existing state-approved training modules.
- Copies of the protocol for each new skill/medication being used, signed and dated by the service medical director. (Do not submit the entire protocol book, only the three being requested.)
- As the administration of glucagon requires the use of a glucometer, a copy of a Certified Laboratory Improvement Act (CLIA) waiver must be obtained and included.

Approval for the use of these skills will be granted in writing once all of the above required items have been received and reviewed by EMS Systems and Licensing staff.

The pre-approved training module for nebulized albuterol includes using a pre-mixed and pre-measured dose of albuterol for the nebulizer treatment. Only pre-mixed doses of albuterol are approved for use at the EMT-Basic level. And the use of glucagon at the EMT-Basic level is only approved for use on known diabetic patients with low blood sugar levels. There is no approval for EMTs-Basic to administer glucagon for overdoses of certain drugs.

The continuing education/recertification requirements have been modified by the revised HFS 110 to the following minimum intervals:

- ◆ Epinephrine and albuterol - every two years
- ◆ Automatic defibrillation, non-visualized airway and glucagon - annually
- ◆ Manual defibrillation remains at 4 times/2 years or about every 6 months.



## WISCONSIN STATEWIDE TRAUMA SYSTEM UPDATE

Wisconsin's Statewide Trauma Care System (s.146.56, Wisconsin Statutes) continues to move forward with discussions on the development of Regional Trauma Advisory Councils (RTACs). RTACs will be the foundation for developing and evaluating local protocols, analyzing trauma data, improving trauma care capabilities and developing injury prevention and educational strategies. The State Trauma Advisory Council (STAC), and participants from around the state, have been working in collaboration with the Department of Health and Family Service towards the implementation of the statewide trauma system.

To learn more about STAC, meeting times, and places contact Marianne Peck, State Trauma Coordinator at (608) 266-0601 or see: [http://www.dhfs.state.wi.us/DPH\\_EMSIP/index.htm](http://www.dhfs.state.wi.us/DPH_EMSIP/index.htm)



### Emergency Medical Services for Children, Child Passenger Safety and Injury Prevention Conference

"Childhood Emergencies: Prevention and Management for all Providers of Care" will be held September 16 - 17, 2002 at the Kalahari Resort and Conference Center in the Wisconsin Dells. This years' topics will include basic and advanced clinical care of pediatric patients, child care, parent and grandparent issues, child passenger safety including a car seat safety event, school health and youth initiatives, and injury prevention strategies.

The conference should be attended by parents, First Responders, EMT's, Paramedics, nurses, advanced practitioners, physicians, school administrators, educators and staff, child care providers, social workers, counselors, law enforcement personnel, fire personnel, etc.



### Congratulations to McFarland EMS...

On February 1, 2002 McFarland EMS became the first EMT Basic-IV Provider licensed by the State of Wisconsin. Congratulations to Jeff Dostalek, EMS Director and all of the McFarland Emergency Medical Technicians on providing their community with a higher level of emergency medical care.

